


FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT

Description of Position	TITLE OF POSITION: Cemetery Specialist	CLASSIFICATION CODE: 02297200
	SALARY RANGE: Gr. 314 \$33611-36509	REFERENCE POSITION NO.: 1235-10100-715
	Department of Human Services	APPLICATION PERIOD: 5/30/2012-6/5/2012
	Division/Section/Unit Veterans Affairs	GRACE PERIOD ENDS 6/8/2012 4:00 PM
	Assignment(s) / Comments 40 Hour-Per-Week position	
	Shift and Days: To Be Determined	Job Location: Veterans Cemetery, Exeter
	Restrictions/Limitations:	
	Position Covered By Collective Bargaining Union Agreement Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
	Name of Bargaining Unit Union: Council 94, Local 904	
	There is* <input type="checkbox"/> is not <input checked="" type="checkbox"/> a Civil Service List for this position	See A/B or Both for Specific Instructions
* NOTE: If there is a list, only laterals (employees with the same title) or individuals certified by OPA may be appointed to this position.		
General Information to Candidate	INSTRUCTIONS: A. STATE EMPLOYEE LATERAL BIDDER: Bids are now being accepted for this position. If you are currently in this classification and wish to bid, please complete fully the CS-14 Application Form and attach it to the Collective Action Card. Remember to include, either on the application or within a cover letter, both the File Position Title and Number.	
	Most Important - Please include the following information:	
	<ul style="list-style-type: none"> The title of the position for which you are applying Title of your present position Date you entered State service 	
	<ul style="list-style-type: none"> Name of department where you are currently employed Your business telephone number Union Limitations 	
	*** In certain agencies, bargaining union applicants will receive preferential consideration according to contract.	
	B. NON INCUMBENT/NON STATE EMPLOYEE APPLICANT: If indicated above that <u>no civil service</u> list exists for this position, you need not be in the class of position, or be in State service to apply. All information requested on the application form must be furnished. The information you give will be used by the agency Personnel Office to determine your qualifications. If an item does not apply to you, or if there is no information to be given, write in the letters "N.A." for Not Applicable. If you fail to answer all the questions on the application form, you may delay consideration of your application.	
	C. AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS	
	Reasonable Accommodations: If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for therefore the position.	
	Medical Information: Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA).	
	Statement of Duties	DUTIES / RESPONSIBILITIES: To perform diversified duties in assisting with the daily operation at the Rhode Island Veterans Memorial Cemetery. Assist with committal services and burials. Continued care and installation of niche covers and headstones. Provide routine maintenance and upkeep of equipment and buildings along with lawn and ground maintenance. A working knowledge of the techniques and methods of grounds keeping including grass seeding and fertilization; to do related work as required.
EDUCATION / EXPERIENCE / SPECIAL REQUIREMENTS: (A class specification describing the duties of the position and the minimum qualifications will be furnished upon request.) Education: Graduation from high school; and Experience: employment in a responsible position in the maintenance and daily operations of a cemetery or public park; Or , any substantially equivalent education and experience. SPECIAL REQUIREMENT: Must be an honorably discharged veteran of the United States Armed Forces. Must possess or acquire, within six months of employment, a R.I. Class II Operator's License issued by the R.I. Department of Transportation; a Hoisting Engineer's License issued by the R.I. Department of Labor; and a R.I. Pesticide Applicator's Certificate issued by the R.I. Dept. of Environmental Management and must maintain such licensure and certification as a condition of employment.		
Where to Apply Apply within the application period as shown on this announcement. NOTE: Some State union contracts allow a 3 day grace period for receipt of CS-14 application or bid. This Office does not assume responsibility for applications sent through the mail. SEND RESUME or CS-14 Application to: Maria Morrison OHHS Human Resources Service Center Benjamin Rush Bldg, #55 55 Howard Avenue Cranston, RI 02920		
Fax/Email applications will not be acknowledged. TTY/TDD #: 711 (Telecommunication Device for the Deaf)		
		
STATE OF RHODE ISLAND IS AN EQUAL OPPORTUNITY/DIVERSITY EMPLOYER		